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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 4 March 1957

PRESIDENT: [REDACTED]

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1. Acting DD/I

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[REDACTED] AD/CI, is the Acting DD/I during  
illness.

2. 1958 Budget

The GRI briefing paper prepared for DCI use in defending the  
1958 budget will be routed for information to all divisions.

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3. Meeting with [REDACTED]

Acting Chief/G will meet with [REDACTED] on Saturday, 9 March.  
Anyone who wishes to transact business with [REDACTED] at that time  
should contact [REDACTED]

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4. Fitness Reports

The group discussed at some length the revised version of the  
Fitness Report currently in use. It was the consensus that the  
following are weaknesses and should be corrected:

a. In general, the form appears more suitable for DD/P  
than DD/I or DD/S.

b. The appraisal system does not yet provide sufficient  
safeguards against non-uniform performance by the raters.  
Consistency is lacking as between raters, and can be lacking  
as between times of rating by the same rater. In addition,  
ratings of professional personnel seem to differ from those  
of clericals. Stronger guidelines on performance standards and  
on rating procedures are needed if ratings are to be both honest  
and fair.

c. More emphasis needs to be given to the notation of  
employee weaknesses; raters slur over this, despite the fact  
that the form is intended to serve as a tool of personnel guidance  
as well as performance appraisal.

d. There appears to be too big a gap between the following  
appraisal choices: Section C.1. -- choices 3&4  
Section D -- choices 2&3, 3&4, 4&5

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e. A long, hard look should be directed at Section G.1., choices 5, 6, and 7.

f. More guidance is needed on Section G.2. with respect to the use of zeros. "Not frequent" seems appropriate to DD/P, but not to the rest of the Agency.

g. Improvement can still be made in Section I. Items 23 and 26 should be deleted. Items 4 and 19, 10 and 24, 16 and 30 are too similar or else easily mis-interpreted. The intent of Item 10 is unclear.

## 5. Library Survey

The OCR Library Consultant Panel will visit the Geographic Area on Thursday, 7 March, between 1400 and 1700. D/GG will be the only Division visited during the present briefing period.

## 6. Use of Map Library by Economic Area

[redacted] indicated that use of the Map Library by Economic Area personnel has fallen to about 15 requests per month. Talks will be held with the AD/RB and ERA division chiefs on the problem.

7. IOU

Notice was taken of the regional conference of the International Geographical Union to be held in Tokyo next fall. A suggestion that D/GC send an observer was made.

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For more information about the study, please contact Dr. Michael J. Hwang at (310) 206-6500 or via email at [mhwang@ucla.edu](mailto:mhwang@ucla.edu).

## 9. Personnel Change

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[REDACTED] will transfer from D/GG to Procurement Branch, D/GL, on or about 1 April.

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